



Raleigh Christian Academy

Middle School/High School Handbook

Raleigh Christian Academy Student/Parent Handbook

Beacon Baptist Church/Raleigh Christian Academy
has a racially nondiscriminatory policy.
That is, we do not discriminate against applicants
and students on the basis of race, color,
and national or ethnic origin.

A MINISTRY OF
BEACON BAPTIST CHURCH
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www.raleighchristian.com

Raleigh Christian Academy is a Bible-based, Christ-centered ministry seeking:

To lead children to Christ,
To build children up in Christ,
And to equip children to serve Christ.

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This handbook may be changed at any time during the present school year without prior notification at the discretion of the administration of Beacon Baptist church/Raleigh Christian Academy.

Dear Parents,

Thank you for considering Raleigh Christian Academy as the school for your student's education. We feel that we have much to offer you in our middle school and high school programs.

We strive foremost to meet God's standards for spiritual and moral instruction. If we can succeed in this, we believe He will honor our efforts in our academic program.

Please take your time and read through this handbook completely. It will clearly outline our philosophy, our procedures, our standards, and our goals. It should answer most of your questions about Raleigh Christian Academy.

May God lead you in this important decision.

Sincerely,

A handwritten signature in black ink that reads "Timothy Williams". The signature is written in a cursive, flowing style with a large initial 'T'.

*Timothy Williams
Administrator*

INTRODUCTION

HISTORY

In the fall of 1977, seventeen students and two teachers met together in the facilities of Beacon Baptist Church in the inaugural year of Raleigh Christian Academy.

Bearing a great concern over the teachings and influence of the public schools system, Pastor Emeritus Randy Cox and the members of the church sought God's mind and blessing over this venture. Knowing that this was the will of God, the academy was born. After such a humble beginning, God has indeed blessed the school for over 30 years. The pastor chose Richard and Gwen Tippet to help start the school. The school began simply with combination classes of four and five-year-old Kindergarten taught by Mrs. Tippet and first and second grades taught by Mr. Tippet, who also served as the principal.

Each year, another grade was added, as well as a teacher for that grade. Adding growth slowly and deliberately was by design so that the church could adjust to classroom and faculty needs in a gradual manner. In 1987, under the leadership of Dr. Tippet, Raleigh Christian Academy produced its first graduating class with eleven seniors receiving diplomas.

Since then, hundreds of students have graduated from Raleigh Christian Academy with an education that is biblically-based and the tools that will assist them in living lives that will bring glory and honor to the Lord. God has richly blessed beyond all expectations. It is His school to do with as He pleases.

STATEMENT OF FAITH

We believe the Bible to be the plenary, verbally inspired Word of God, the only infallible, authoritative rule of faith and practice.

We believe that there is one God, eternally existent in three persons, the Father, the Son, and the Holy Spirit.

We believe in the Deity of Jesus Christ, His virgin birth, His sinless life, His vicarious death through His shed blood, His ascension to Heaven and personal premillennial return.

We believe that salvation is by grace through faith alone and that all people are sinners in need of being saved.

We believe in the present ministry of the Holy Spirit Who enables the believer to live a godly life.

We believe in the spiritual unity of believers in our Lord Jesus Christ.

STATEMENT OF EDUCATIONAL PHILOSOPHY

Raleigh Christian Academy is committed to the application of God's revelation in every area of life and thought (Col. 1:15, 16). We believe that the fear of the Lord is the beginning of wisdom (Prov. 1:7) and that, consequently, man does not see any dimension of life accurately apart from the grace and knowledge of God. Therefore, the essence of Christian education is to set the relationship between the knowledge of God and that of His creation in its right order: an acknowledgement of God is essential to a sound and accurate knowledge of life and the world (Matt. 7:24; John 17:3).

Just as there is no right knowledge apart from the knowledge of God (Rom. 1:21, 22), there is no right knowledge of truth apart from His Word (John 17:17). The Word of God is the final authority for all matters of faith and practice (II Tim. 3:16, 17; Matt. 24:35). In Scripture, God speaks that truth is necessary to a sound and accurate knowledge of life and the world (I Cor. 2:1-15). All academic subjects, programs, and activities must be in harmony with the Scriptures. No teaching, theory, policy, or practice which contradicts the teaching of Scripture may be presented as true (II Cor. 10:5).

We believe in the fallen nature of man. He is defiled and stands in need to be reconciled to God. This reconciliation has been made possible through the death and resurrection of Jesus Christ (Rom. 8:23; Heb. 9:12; II Thess. 5:23). Therefore, the Gospel shall be an integral part of the program as the academy seeks to win children to Christ.

Raleigh Christian Academy seeks to minister to the intellectual, physical, spiritual and social needs of its students (Luke 2:52). Recognizing that the primary responsibility for the education of children rests with their parents (Eph. 6:4, Deut. 6:6,7), the school seeks to work closely with the Christian home and under the authority of Beacon Baptist Church to instill in students standards for life and learning that is consistent with the Scriptures and which results in Christ-like character. The academy wishes to produce students with a Christian worldview and with a discernment of right and wrong based on the clear precepts and principles of Scripture.

In addition, the school purposes to provide an academic program of high quality so that students may be prepared in a satisfactory manner for college, ready and able to perform God's will for their lives. We believe that God has instilled certain spiritual and natural gifts to every young person. This can be nurtured and fostered at RCA with the offering of fine arts instruction and extracurricular activities that further develop the whole child. This will be accomplished by hiring and maintaining a faculty and staff who are committed to Christ, members of Beacon Baptist Church, and who have a deep understanding of Biblical integration. By the direct teaching and godly examples of Christian faculty, students will be encouraged to live exemplary and Christ-like lives.

Raleigh Christian Academy is open to students who are in harmony with its purpose. Students who are accepted for enrollment are expected to be cooperative, obedient, well-mannered, and positive toward the school and its distinctives. The school has a racially nondiscriminatory policy. That is, we do not discriminate against applicants and students on the basis of race, color, and national or ethnic origin. We believe this policy to be consistent with the clear teaching of Scripture (James 2:1-9).

EDUCATIONAL OBJECTIVES

- **To Lead Children to Christ**

1. All students will be taught that the Bible is the inspired, inerrant Word of God and that it is the only source for truth.
2. All students will have an opportunity to hear the Gospel through Bible classes, chapels, and special meetings.
3. Students shall understand the importance of living an exemplary life before others that Christ might be magnified and that others might come to a saving knowledge of Jesus Christ.

- **To Build Children up in Christ**

1. Students will be provided Biblical standards that are conducive to wholesome Christian living.
2. Students will be provided an atmosphere that punctuates and encourages Christian growth.
3. Students will be taught the importance of making life choices and decisions in accordance with Biblical principles.
4. Students will hear the relevance of God's Word as it pertains to every subject.
5. Being that the education of children belongs to the parents and that RCA, under the direction of Beacon Baptist Church, simply has the role of assisting them, RCA faculty shall make communication to them an essential part of the teaching process.

- **To Equip Children to Serve Christ**

1. All students will be taught the importance and necessity of performing the will of God in their lives.
2. All students will have an opportunity for physical, social, and intellectual activities that assist in their development as children of God.
3. An academic program will be offered that stimulates the intellect of each student that will meet or exceed state requirements.
4. Through academia, RCA students will develop character-building habits such as determination, hard work, self-discipline, and preparation.
5. Through Biblical integration in every class, chapels, and Bible classes, students will learn the importance of scrutinizing the current culture and world events through the eyes of Scripture.

STATEMENT OF PHILOSOPHY

PHILOSOPHY OF PURPOSE

Raleigh Christian Academy operates with a traditional philosophy towards education. By traditional education RCA holds to the following:

1. The teacher is in charge of the classroom.
2. The teacher is responsible for providing a structured atmosphere of order in which the students will learn.
3. The teacher has the authority to administer discipline to each child.
4. Homework is assigned regularly and expected to be completed on time.
5. Textbooks are God-centered, teaching spiritual truths, morality, and patriotism.
6. The curriculum is paced for the average student.
7. Drill work and memorization are key tools in instruction.
8. Reading is taught by phonics.
9. The teacher is professional in manner, but servant-minded.
10. True learning takes place in this order:

- | | |
|-----|---------------|
| 1st | Control |
| 2nd | Communication |
| 3rd | Learning |

11. Rules and standards are not obsolete and outdated.
12. God's Word is truth.

RCA is in opposition to progressive education in which the emphasis is upon the following:

1. Questioning the answers
2. Experimentation
3. The innate goodness of man
4. The suppressive nature of discipline
5. The relativity of all things (including morals)
6. Omitting God and His Word from the educational process

RCA holds that Christian education is a mandate from God to the Christian family (Matthew 28:18-20). Because of Scripture verses like Proverbs 19:27; 22:6; Deut. 6:6-9; Col. 2:8, RCA must provide an atmosphere more conducive to the precepts of the Bible.

RCA supports parents that teach their children morals, such as truthfulness, purity, honesty, patriotism, faithfulness,

and a high regard for standards. Every subject is taught in light of Bible truth. God's Word is accepted as the final authority. This school is a ministry and a part of Beacon Baptist Church. RCA exists because of our church, and we operate in harmony with our other church ministries.

Without meaning to be unfriendly or unkind to anyone, RCA wants all parents enrolling their children in this church school to understand that Beacon Baptist Church does not agree with the modern-day charismatic movement. Students or parents will not be allowed to promote any charismatic activities or practices on our campus or at any of school activities. Beacon Baptist Church is a fundamental Bible-believing church and Raleigh Christian Academy is one of its ministries.

PHILOSOPHY OF ACCOUNTABILITY

Romans 14:11 and 12 says: *"For it is written, as I live, saith the Lord, every knee shall bow to me, and every tongue shall confess to God."* So every one of us shall give account of himself to God. This we firmly believe.

The pastor will some day give an account to God for his role of leadership in the ministry. He is continually accountable to the congregation of Beacon Baptist Church.

The staff members are accountable to God, as well as to the pastor of the church. Each reports directly to the pastor. The teachers are accountable to God, as well as to the principal of the school. Areas of accountability include the actual classroom teaching, meeting deadlines, following established procedures, and living an exemplary Christian life.

The daycare workers are accountable to God, as well as to the daycare director, for providing love and special attention to our smaller children.

The parents are accountable to God for the selection of a Christian school for their children, for maintaining open communication with teachers, and for fully supporting this institution.

TEACHER QUALIFICATIONS

RCA employs qualified teachers. Each teacher is a born-again Christian and committed to the will of God for his life. RCA teachers are required to be members of Beacon Baptist Church and to be faithful to our weekly visitation program. RCA teachers are to be examples of the believers. RCA teachers regard their positions of service as a ministry under God and to those they serve. They teach at Raleigh Christian Academy because they are called of God into lifetime ministry. Raleigh Christian Academy employs qualified teachers who are certified by the North Carolina Christian School Association.

CHURCH SCHOOL RELATIONSHIP

This church school ministry, like Beacon Baptist Church, seeks to evangelize the lost and educate individuals according to God's Word.

Raleigh Christian Academy was begun as a ministry of Beacon Baptist Church for the purpose of giving children a Christian education. Parents within Beacon Baptist Church came to the pastor disturbed and concerned over the ungodly teaching their children were receiving in the public schools. Much of what their children heard and learned not only left God out, but uplifted unrighteousness and sin as defined in the Bible. As an evangelistic and educational outreach of this church, Raleigh Christian Academy opened its doors to the local community for the first day of school in August of 1977. Beacon Baptist Church is one ministry with one administration and one board. This ministry has one philosophy which is followed in every area of ministry. Therefore, when adults

having children in our church day school get out of fellowship with the church, which includes (1) becoming uncooperative and disgruntled, ceasing to attend regularly the services at Beacon Baptist Church, and (2) becoming openly critical and in disruptive disagreement with this ministry, they forfeit the privilege of having their children attend the church day school and must remove them. Once right fellowship with the church has been reestablished, the student may resume attendance in the school.

ADMISSIONS

REQUIREMENTS

Student applications are found on the school's website under "Admissions." An interview with the prospective student and the parents and board approval are necessary prior to acceptance. We accept students regardless of race, creed, or color if we are convinced that it is a Christian education that is being sought.

RCA does not admit students from public school after the 7th grade. Any exceptions to this policy must be by approval of the principal, the pastor, and the church board.

Students entering the 6th grade must have a booster dose of the Tdap (tetanus, diphtheria, pertussis) vaccine, if five years or more have passed since their last dose of this vaccine. A copy of the updated immunization record must be provided to the school office by the first day of school. If this record cannot be provided by that date, then the final deadline is by Labor Day. Students will not be allowed to attend class on the day after Labor Day if the required records have not been provided.

PROCEDURES

When a parent completes and signs the application, the Standards of Conduct form, the Doctrinal Agreement form, the Parent Cooperation and Support Statement and pays the registration fee, the student is considered enrolled. Each new applicant's parents must be interviewed by the principal; admission is then subject to the church board's approval.

Parents will be personally notified when their application has been approved. This communication may take two or three weeks from the date of submitting the application, depending upon the date of the next scheduled board meeting.

Registration fees and resource fees are non-refundable and non-transferable. Registration fees and resource fees are only applicable to that applying student, and they cannot be applied to any other fee.

Incoming students will not be given credit for new or used text books they may already have in possession, either from a previous school or a home school.

RE-ENROLLMENT PROCEDURES

During the last week of January, currently enrolled students are encouraged to pre-register for the fall. By pre-registering, parents will be assured of having a place reserved for the fall of the next year, and are offered a reduced registration price. Registration fees are non-refundable. We also allow any "walk-ins" (those who are not yet in our school) to pre-register in February for the fall.

TRANSFER STUDENT POLICIES

When a new student enrolls in our school and is transferring from another school, a Request for Records form must be completed and signed by one of the parents. Our school or the parent will send this form to the address provided by the school last attended. Parents must provide a copy of the most recent immunization record to the

school at the time of application. A student's cumulative folder contains information regarding academic progress, attendance, health, achievement tests, and special remarks. A parent may see the contents of his child's folder only by contacting the principal. All information is regarded as confidential.

WITHDRAWAL FROM SCHOOL

Students withdrawing from school must submit written notification to the school office. A \$300 withdrawal fee will be assessed at that time. In the event of withdrawal, transfer, or expulsion, the parents are responsible for full payment of tuition and other fees through the end of the calendar month for the month in which the withdrawal takes place. The school reserves the right to withhold report cards and student records until tuition and other fees have been paid in full. By signing the Student Handbook Agreement [or the Application for Enrollment], parents are authorizing the school to withhold report cards and other records until tuition and other fees have been paid in full.

School records will be released after RCA accounts are paid in full. For any student withdrawing on or after June 1, parents are responsible for paying one resource fee installment and any other fees on the account. For any student withdrawing on or after July 1, parents are responsible for two resource fee installments. For any student withdrawing on or after August 1, three resource fee installments are due. A withdrawal notice must be submitted in writing for any refund to be considered. All fees and tuition are non-refundable and non-transferable. Pre-paid tuition is refundable for any month in which a student attends zero (0) days.

STUDENT RECORDS POLICY

In the event that Raleigh Christian Academy should ever cease to operate, all student records will be retained and maintained by Beacon Baptist Church. Administrative personnel with the church will work in conjunction with the North Carolina Department of Non-Public Education (NCDNPE) to ensure the continued practice of preserving the privacy of all records and contents of student files and to provide the legal distribution of contents in a timely, legal, and ethical manner.

FINANCES

FINANCIAL POLICIES

A registration fee must be paid for each student application submitted. This fee is non-refundable and is an annual fee.

A resource fee is due each year which includes the cost of books as well as many other items. Resource fees are billed and payable in four installments due June 1, July 1, August 1, and September 1. Late fees will be applied to each child if these installments are not paid by the 15th of each month. Resource fees are non-refundable. Incoming students will not be given credit for new or used text books they may already have in possession, either from a previous school or a home school.

Should a student withdraw or be dismissed during the school year, he will be charged the full month's fee for the month in which he withdrew or was dismissed. A \$300 withdrawal fee per child will also be charged. Should a student enter school during any part of the month, the payments will be prorated so that the fair amount of tuition is paid. Discounts are applicable should more than one child from the same family be enrolled. The 10% discount begins with the second child and any additional students.

Parents may now opt to pay tuition in 10, 11, or 12 installments. If the 12 month installment plan is chosen, the first payment is due June 1st and is considered late after the 15th of the month. The first payment for the 11 month plan would be due July 1st. Payment must be received by the 15th of each month, or the payment is considered late and late charges will be added. Late charges will be applied to each child. If all delinquent accounts have

not been paid and brought up-to-date after a total of 30 days have lapsed from the due date, the student will be suspended until payment is made in full. Report cards will be placed on “Hold” for accounts that are not current. Any returned checks carry a \$35.00 charge (plus current late fees). If two checks are returned for insufficient funds within one school year, future payments must be made in cash or money order.

NC OPPORTUNITY SCHOLARSHIP

Raleigh Christian Academy accepts the North Carolina Opportunity Scholarship. This program helps families with students kindergarten through 12th grade pay for tuition and required fees. Awards are based on a family’s household income. It is the parent’s responsibility to apply for the scholarship and renew each year within the application window. It is also the parent’s responsibility to endorse funds each semester. If a family situation changes and a student is no longer eligible to receive funding or if semester funds are not endorsed, parents will be responsible to pay for their student’s tuition and fees. Additionally, if a student withdraws during the semester, the parent may be required to pay tuition and fees that would have been covered by the scholarship.

SCHOLARSHIP PROGRAM

The ministry offers some grant assistance on the basis of need and available funds to Christian families that have convictions regarding Christian education. Most financing in the scholarship fund is dependent upon designated gifts from our church and school parents. Anyone interested in receiving a scholarship must make application to the Church Deacon Board by completing a scholarship application in early June. Both parents must bring their completed scholarship application to their interview with the administrator. All applications are subject to board approval. Anyone interested in more information should contact our school office.

ATTENDANCE

ABSENCES

The school day goes from 7:55 A.M.-3:15 P.M. Student absence records are maintained by the school office. Class period attendance records are maintained by individual teachers. An absence from school is considered excused for the following: A.) Student is sick, B.) Parent is sick and cannot bring the student to school, C.) Death in the family, or D.) Student attends funeral of immediate family (Parent, grandparent, uncle/aunt, sibling, first cousin).

In case of absence, on the day the student returns, the parent should send a dated note to the teacher explaining the reason for the absence.

- A. A student that does not check-in by 11:30A.M. is considered absent from school. A student that does not report to an individual class by minute twenty-five will be considered absent from that class. Therefore, for a student to be considered “present” to a class, he must be present for at least half of that class.
- B. Limit--Any student that misses more than 10 days in a single semester in any class will not receive credit for that class regardless of the grade he earns. This also applies to students who transfer into RCA. Students in grades 9-12 taking honors classes that are absent more than five days in a semester will be placed in the regular class.
*Exceptions to this rule may be made in special cases of illness that are verified by a physician. Still, in order to receive credit, the student may need to attend one or two sessions of summer school.
- C. When a student is absent, he is still responsible for homework. Projects/long range assignments are due on the date assigned.
- D. Call another student (or two) for assignments (someone who is reliable).
- E. Schedule ahead if he is going out of town.
- F. Students must bring a dated note from home to the school office explaining the reason for absence. (Bring on first day back).
- G. If school is missed, extracurricular activities are to be missed as well.

- H. Unexcused Absences - Absences will be considered unexcused unless they are for sickness, bereavement, or medical appointments. Family trips, vacations, other types of appointments, etc, are considered unexcused.

Should a student know that he is going to be absent and that it will be unexcused, he should go to each of his teachers and make arrangements for all tests, quizzes, and assignments to be made up prior to the absence. At the discretion of the teacher, the student may be given an extension and be allowed to complete his make-up work on the first day back from the absence. Communication is the key, and it is each student's responsibility to personally communicate with his teachers.

TARDIES AND EARLY DISMISSALS

- A. Students must check in or out at the main school office when tardy or leaving early and present a note to the school secretary.
- B. All tardies and early dismissals are considered unexcused except for illness, medical appointments, and family bereavement.
- C. Five tardies or early dismissals (excused or unexcused) are considered excessive if occurring in one 9 week grading period.
- D. At the 5th tardy academic penalties will take place and will increase as the number of tardies increases for the remainder of the nine-week period. An academic penalty of one point per day will be assessed in the student's first period course for each tardy after the 4th.
- E. Students with excessive tardies may face additional penalties.
- F. Come to school early enough to be prepared.
- G. Students must be in school by 11:30 a.m. in order to participate in any extracurricular activity.

On the day of the Junior/Senior Banquet, all juniors and seniors, plus any underclassmen attending the Banquet, will be dismissed at lunch time to prepare for this event. Any absence prior to lunch will be unexcused.

Leaving school grounds without proper permission, even for acceptable reasons, will be considered an unexcused absence.

Juniors and Seniors desiring to visit a college may do so without the absence being counted unexcused if they provide written verification from the college of the visit. A letter from the college is acceptable. Juniors are permitted one visitation day, and seniors will be permitted two days. Furthermore, these absences will not be counted as class absences for students receiving exam exemption and honors credits.

CHECKING OUT OF SCHOOL

A student who is in school and needs to leave:

- A. Must be checked out by his parents, or have a note from his parents.
- B. Must have permission and check out at the office.
- C. Must not leave without permission.

When the bell rings, students are expected to be in class. If a student needs to meet with another teacher or administrator, he must first let his teacher know where he will be and why he will be late.

After getting permission to be late for class, the student is then free to seek out the individual with whom he needs to meet. Following his meeting, he must get a note verifying his whereabouts and excusing him to class.

THE KEY IS COMMUNICATION WITH THE TEACHER.

MAKE-UP WORK (EXCUSED ABSENCES)

- A. Students will be given one day to make up school work for every day that they are absent from school, excluding the actual day they return to school. Teachers may use discernment and give an extension in unusual circumstances, especially if they know that a student has much work to make up, plus exams (if it is during exam week). If an announced test or quiz is given on the first day of a student's absence, the student should make up the test or quiz on the first day he returns to class because no review time was lost in class. If a student misses an exam due to a music lesson, drama rehearsal, field day, etc., the student must make arrangements personally with each teacher to make the exam up that very same day. It is not fair to the other students for that student to have an additional night to prepare for a test. He must take the test that day.

If a student misses his deadline on make-up work and exams, it is now considered late and unexcused. Points are deducted after the work is graded, according to the following scale:

<u>Days past the deadline</u>	<u>Penalty for Senior High</u>	<u>Penalty for Middle School</u>
1	10 points	5 points
2	20 points	10 points
3	30 points	15 points
4	40 points	20 points
5	50 points	25 points

The student will receive a zero after the fifth day beyond the deadline; however, the assignment must still be completed.

Example: Bob is out for three days due to sickness. During this time, he misses a quiz in history. He returns to school on Friday. He gets 3 days (excluding the day he comes back) to make up the work. He would have through the next Wednesday to make it up without any penalty whatsoever. Bob, however, does not make the quiz up until Thursday. (He is one day over the deadline.) His actual score on the quiz is an 81. Since he is 1 day past the deadline, 10 points will be subtracted, lowering the grade to 71.

Another important policy regarding exams . . . even if a student comes in late, he is still required to take whatever tests were given prior to his arrival to school that day before he leaves. He must get with the teacher to schedule a time to take it. Example: A test is given 1st period and John gets to school 3rd period. He must take the test that day before he leaves school. It is his responsibility to contact the teacher. Let's say he waits and takes it the next day; it would be considered one day late and 10 points would be subtracted from his actual grade. If he waits 3 days before finally remembering, 30 points would be subtracted.

- B. Should a student have no study hall or free time in which to make up exams, quizzes, or other work, it is the student's responsibility to see the teacher before or after school the day the work is due. The work can then be scheduled to be made up at the discretion and convenience of the teacher.

BEHAVIOR

PHILOSOPHY OF DISCIPLINE

Discipline is a balance of love and control. Discipline and order are necessary to the Christian, traditional educational process. The faculty strives to provide love and special attention to each individual student. A subject can be taught without classroom discipline, but a subject is less likely to be learned under such conditions.

It is the philosophy of the school that if a teacher is to be respected by his students, the teacher must have the authority to handle matters of discipline. RCA does not believe that God's Word gives the church (including the school as a ministry) the authority for physical discipline of children. That authority belongs to the parents.

STANDARDS OF CONDUCT

A sense of the need for spiritual growth in the light of Biblical principles has led Raleigh Christian Academy to adopt Standards of Conduct which are conducive to the environment that will best promote the spiritual welfare of the student. Students are expected to abide by the Standards of Conduct throughout their enrollment whether at home, school, or elsewhere. Students will not be admitted to class without a signed Standards of Conduct agreement on file at the academy. Abiding by the Standards of Conduct is necessary for one to remain a student

at Raleigh Christian Academy.

In signing his name to a conduct form, a student gives **his word** that he will abide faithfully by the standards of conduct. This pledge also includes his conduct “off” school grounds. RCA does not wish students to be hypocritical. RCA teaches **consistent** living—wherever a student may be. Parents sign the Standards of Conduct form to indicate their pledge to help their child keep his word as he has promised. Adults are truly responsible to help their children to live right. Anything done that hinders this process obviously deters from the child’s spiritual education as well. Students who do not abide by the standards of conduct may face substantial discipline, including suspension or expulsion.

The Standards of Conduct reads as follows:

Raleigh Christian Academy provides an environment that is conducive to the spiritual growth and development of young people who are not yet mature Christians. These standards of conduct are based on Biblical imperatives and are necessary to provide such an environment.

The Christian must endeavor to avoid practices which cause the loss of sensitivity to the spiritual need of the world and loss of the Christian’s physical, mental, or spiritual well-being. A sense of the need for spiritual growth has led Raleigh Christian Academy to adopt the following standards which are believed to be conducive to the environment that will best promote the spiritual welfare of the student. The school, therefore, requests each student, whether at home, school, or elsewhere to observe the following:

- 1. To maintain Christ-like standards in courtesy, kindness, morality, and honesty.*
- 2. To be a faithful attender of a Bible preaching church.*
- 3. To refrain from swearing, indecent language, smoking, drinking of alcoholic beverages, or non-alcoholic imitations, the abuse of drugs, gambling or betting, homosexuality and lesbianism, viewing pornography, tattooing of one’s body, dancing or attendance at establishments where dancing takes place, involvement in worldly music such as rock music, Christian rock, or rap music.*

*We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of sexual immorality; including homosexuality, lesbianism, bisexuality, incest, fornication, adultery, and pornography are sinful perversions of God’s gift of sex. We believe that God disapproves of and forbids any attempt to alter one’s *gender by surgery or appearance. (Gen. 2:24; Gen. 19:5,13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4--This is not an exhaustive list.)*

**Regarding Gender: The Bible states in Genesis 1:27: “So God created man in his own image, in the image of God created he him; male and female created he them.” Because God created two distinct genders, Beacon Baptist Church and Raleigh Christian Academy hold to this same belief. In addition, the church-school holds to the belief that all humans are created to be who God made us to be at birth, either male or female, and to maintain that God-intended gender.*

These restrictions are outstanding types of conduct which are detrimental to the standards established in this pledge. Students found to be out of harmony with the Raleigh Christian Academy ideals of work and life may be invited to withdraw whenever the general welfare demands it, even though there may be no special breach of conduct.

In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning, and intimate personal interest between faculty and student, there is fine opportunity for development of strong Christian character.

To ensure this development of Christian character, students at Raleigh Christian Academy have a threefold responsibility:

- 1. Students are responsible to obey the scriptural principles in the matter of dealing with sin.*
- 2. Students are responsible to each other because of the special relationship we have through Christ.*
- 3. Students are responsible to RCA to help keep the school godly.*

Using Matthew 18 as a guide and going in the spirit of meekness (Gal. 6:1), students are to follow these steps when they are personally aware of the practice of sin by other students. (This does not include rumors or gossip.)

** Parental support in the Standards of Conduct is essential. In signing this form, parents affirm their commitment to maintaining a church school that seeks to change young peoples' lives and bring honor and glory to the Lord Jesus Christ.*

GENERAL DISCIPLINE

Detention or extra homework assignments are used as methods of correcting daily misconduct. For example, after a sufficient number of warnings, detention may be required for failing to do one's assignment. Parents and students will be given a minimum of one day's notice when detention hall is assigned. This gives the parent/student time to arrange for transportation. Detention is held after school for one hour. Students who are assigned detentions will also be billed \$5.00/hour.

Detention may work an inconvenience upon parents as well as students. However, to be successful in this area, there must be 100% parental support. A three-hour detention on a Saturday may be assigned for more serious infractions. It is used at the discretion of the senior high school principal and the teachers of the student. There is a \$15 supervision fee that will be added to the student's bill for Saturday detentions. If the student does not serve the detention on the day assigned, he will still be billed for it.

Students who are assigned detentions are to be on time for the day they are to serve. Students who fail to show up for an assigned detention will have their detentions automatically doubled unless a written excuse from the parents is received prior to the detention. Students must present a signed yellow slip from a parent in order to serve an assigned detention. Failure to present a signed yellow slip will result in an automatic double detention. Students who are absent on the day they are assigned to serve a detention, should report to the very next scheduled day for detentions.

The principal will work with students who have a legitimate hardship that will hinder them from serving the detention. However, extracurricular activities, athletic practices, athletic contests, etc., should not prevent a student from fulfilling his responsibility to serve his detention. In cases like these, a student may opt to serve a double detention should he choose to miss his regularly scheduled detention in order to participate in one of the above activities. Students must have permission from a principal prior to rescheduling a detention. Students will always serve detentions on the very next scheduled day for detentions. A student may opt to serve on the same day his detention notice is given to him, provided it is a regular detention day and parents are notified. (A parent must call the school office to give a student permission to serve a detention without the signed yellow slip.)

Students must work not to accumulate too many detentions in a given semester. Detention penalties per semester would include:

3 Detentions -- warning from school official
5 Detentions-- letter to parents
7 Detentions -- Saturday D-hall

9 Detentions -- 1/2 day suspension
11 Detentions -- 1 day suspension/probation

* A student who goes one calendar month with nothing added to his detention record will have 2 detentions subtracted from the total he has amassed.

COMMON INFRACTIONS THAT MAY WARRANT DETENTION

- * Littering
- * 5 tardies and/or early dismissals in a quarter
- * Failing to get parental signatures on school documents, required papers, etc...
- * Continually being unprepared for class--i.e., incomplete homework, not having supplies/books, etc.
- * Chapel misconduct
- * Being out of place without permission or in an unauthorized area
- * Overdue library fines
- * Passing notes during class
- * Working on another assignment in class
- * Disobedience
- * Cafeteria misconduct
- * Talking or communicating to others during class
- * Gum or candy at school
- * Inappropriate dress
- * Horseplay

- * Disrespect to others
- * Late projects, assignments, or reports

Suspension may be necessary in more serious matters of misconduct. Some suspensions may be in school and others may be out-of-school. A student who is suspended automatically makes a zero in all subject areas for each day of suspension. His grades will be averaged to determine academic standing on report cards. The type of suspension is determined by the principal. Graded assignments will be rescheduled at the teachers' convenience. There is a \$45 supervision fee that will be added to the student's bill for in-school suspensions. Students who are suspended are suspended from all school activities as well as extracurricular activities until the suspension has been lifted. Participation in and attendance at school activities is prohibited.

INFRACTIONS THAT MAY WARRANT SUSPENSION OR EXPULSION

- * Fighting
- * Willful disobedience or defiance of a teacher
- * Willful disrespect to a teacher
- * Willful destruction of another's property
- * Profanity or indecent language
- * Cheating or plagiarism
- * Excessive detentions
- * Any blatant disregard for the Standards of Conduct
- * Racism or prejudiced language
- * Provoking another student
- * Dishonesty
- * Tampering with or entering another student's locker
- * Bringing a weapon to school

A student may be expelled for flagrant behavior problems. Students who are expelled may be permitted to return to Raleigh Christian Academy after being expelled for one year. This decision to re-admit is made by the principal, the pastor, and the board.

Full cooperation is expected from both student and parents in the education of the student. If at any time the school feels that this cooperation is lacking, the student may be requested to transfer out. Also, if the student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of Raleigh Christian Academy, whether or not there is any definite breach of conduct, he may be requested to transfer out.

Attendance at Raleigh Christian Academy is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and ideals of work and life at Raleigh Christian Academy.

GENERAL POLICIES AND REGULATIONS

1. Students should have concern about the maintenance and upkeep of their school. Any student who defaces or destroys property, even through negligence, must replace or repair the property and receive disciplinary measures deemed necessary by the administration.
2. Radios, magazines, games, playing cards, etc., should not be brought to school without permission of the principal. In addition, earbuds and headphones are not allowed at any time.
3. Students may not bring guns, pocket knives, sling shots, or any other potential weapons to school. Nothing that even has the appearance of a weapon can be brought to school.
4. Laser lights are not to be brought to school or school activities.
5. Behavior at assemblies and chapels is to reflect a genuine respect for the event that is taking place. Talking, whispering, note-writing, and other forms of communication are not to take place. Disrespectful behavior will be dealt with in a firm manner.
6. Hall passes are required of all students who are out during a class or study hall. Note: If a teacher needs

to see a student, that student should report to his primary teacher first, get a hall pass, then meet with that teacher who needs to see him. Library passes are not to be granted unless a teacher has first indicated that the student needs additional research time.

7. Students should always bring books and necessary materials to study labs. Students will not be allowed to go back to lockers. Students must be quiet and study during these times. Students are to bring work to each study hall. It is a place to study, not a time or place to visit. Study halls are to be maintained in a quiet atmosphere.
8. Students are to be quiet in the halls during break, after lunch, and between classes.
9. No personal belongings are to be left in hallways at ANY TIME - Lunches, gym bags, and books are to be kept with the student, in the classroom, or inside the locker.
10. Gum and candy are forbidden in school or on school grounds or at extracurricular activities except sporting events.
11. Lunchroom behavior is as follows:
 - A. Students must not be loud.
 - B. Students must clean up their own trash on the table tops and beneath the tables.
 - C. Offenders will be called back to clean cafeteria.
 - D. All trash goes inside the appropriate trash cans.
 - E. Inappropriate behavior can result in assigned seating.
 - F. Students will help to clean tables after lunch and must do so with good attitudes and a cooperative spirit.
 - G. Students are not to leave the cafeteria before their designated time.
12. Extracurricular Activities/Ballgames, etc...
 - A. Regular school dress is expected.
 - B. Exception: For ballgames only, boys may wear neat-looking jeans and T-shirts. Girls may wear knee-length culottes (mid-knee) and modest t-shirts.
 - C. No jeans or T-shirts are allowed at programs, recitals, graduations, etc.
 - D. School rules apply for all activities that are school-related. For instance, students are expected to abide by the school dress code, both at home and away ballgames.
 - E. Students should not leave the gym at any time during a game unless with a parent.
13. Students should take care not to idly use any name or attribute of Christ, God, or the Holy Spirit.
14. Medicine is to be taken in the presence of a teacher or office worker.
15. For all school-sponsored functions, rules and regulations apply to both students and their guests.
16. No matches or lighters are to be brought to school or any school function.
17. No student may leave the grounds during school hours without permission from the office and his parents.
18. Theft or destruction of school property or the property of other students will not be tolerated. Any student found to be destructive to any property not his own will be asked to reimburse the school or owner for repairs or replacement. Disciplinary procedures will be followed in such cases.
19. Plagiarism and cheating on a paper, assignment, homework, or exam are considered very serious offenses. The student who is found to be cheating will receive a zero on that assignment or test and will be subject to further discipline.

PERSONAL TECHNOLOGY USE

Students technology use (including cell phone use) is governed by the Responsible Use Policy. This policy is signed annually by the student and his parent. No student may use any form of personal technology without having a properly signed and filed Responsible Use Policy Agreement form.

Any use of personal technology outside the bounds of the Responsible Use Policy during school hours will result in disciplinary action. School faculty, staff, and administration reserve the right to confiscate personal technology at their discretion.

Use of a personal technology during an academic assessment for any reason will automatically be considered cheating, and appropriate academic and disciplinary action will be taken in the sole discretion of the administration.

Parents who need to contact their child during the school day for emergency purposes should use the school's normal emergency contact process and call the main school phone number. School staff will assist parents in communicating with their child in appropriate emergency situations. Parents should not consider their child's cell phone as a means of contacting their child for any reason during the school day.

STUDENT SOCIAL MEDIA

Any student who chooses to operate a personal online website or social media account is expected to behave in a manner appropriate to the purpose and mission of the Academy. Students found with inappropriate content will be subject to disciplinary action.

LOCKERS

Lockers are issued for middle school and high school students. Lockers will be assigned at the beginning of the school year. Students will follow these guidelines:

1. Lockers are for books, lunches, and coats. They are NOT for candy, gum, games, magazines, etc.
2. Lockers must be kept neat.
3. Stickers and/or taped-up pictures are not permitted outside lockers
4. Locker inspections will be held regularly and will be unannounced.
5. Combinations to lockers are NOT to be given to other students.
6. All locks remain the property of Raleigh Christian Academy. Locks are not to be left in lockers, taken home, or left unlocked on the locker. Locks on lockers must be kept locked at all times.
7. Replacement locks will cost \$12.00 each.
8. Students are prohibited from going into other students' lockers.

CLASSWORK

1. All classwork must be done on loose-leaf notebook paper. Certain subjects may require special types of paper.
2. All work is to include the student's name, date, and subject.
3. All work must be NEAT and LEGIBLE. A teacher may refuse to accept any work which does not meet these two standards.
4. Students should use pens and pencils according to their supply list.
5. Each student should bring a RED pencil or pen to each class to use for grading quizzes or correcting papers.
6. Written work in every class may be subject to being checked for spelling and grammar.
7. When taking a quiz or test, each student must use a cover sheet to make sure that his paper cannot be seen and copied by someone else.

CLASSROOMS

1. When the bell rings, students are to be in their seats and prepared for class. There should be no talking in the classroom after the bell rings.
2. Students are not to leave their desks without the teacher's permission unless extremely sick.
3. Students are expected to take textbooks, paper, and pencils or pens to each class, as well as other items required by the teacher.
4. Students are not to bring composition books, notebooks, lunch boxes, bookbags, or other items which have pictures of rock or rap music stars.
5. Students should not play with objects during class.
6. Students should not throw objects in the classroom.
7. Before the tardy bell rings, talking in the classroom and halls should be done in a quiet manner.
8. Students are not to write on the chalkboard or tamper with other school equipment at any time without the permission of the teacher.
9. Students should never eat or chew gum in any classroom or hall.
10. Students should never touch anything on the teacher's desk or sit at it.

11. Students should never be in the church auditorium or church offices without special permission unless for chapel or class.
12. No student may come to the office between classes and be tardy to the next class without permission from the teacher.

HALLS

1. Students in the hall or outside of class during class time must have a pass.
2. There must be no running or horseplay.
3. Students are to keep their hands off the walls.
4. Students are to talk softly in the hallways.

RESTROOMS

1. Students should keep the rest rooms neat and clean with the floor free of paper.
2. Students should deposit trash in the appropriate container.
3. Excessive waste or misuse of property is a serious offense.
4. There is to be no loud talking, teasing, scuffling, or horseplay.
5. Students should obtain a pass before coming to the restroom during class.
6. This is the appropriate place to comb one's hair and to apply makeup.
7. The restrooms in the 300 wing, the cafeteria, and in the upper and lower levels of the gym building are designated for student use.

CHAPEL

Chapel is held in the Cox Chapel on Tuesdays and Thursdays.

In regard to chapel, students:

1. Must be on time
2. Bring no books
3. Must have their Bibles
4. Must sit in assigned seat at all times
5. Participate in all chapel activities

BREAK AND AFTER SCHOOL

1. Students in grades 9-12 go to the cafeteria during break time.
2. No food or drink is ever allowed in areas outside the cafeteria or lower level gym lobby. Trash must be thrown into appropriate waste cans.
3. Following school, soft drinks and food must be consumed in the cafeteria or gym lobby only, not in parking lots or other areas. A student may purchase a snack, but cannot open it or eat it except in the cafeteria.
4. Students must not leave a mess in the cafeteria.

LUNCH

Students may bring or buy their lunches. Hot lunches are available and are ordered through local vendors who service the school. A monthly menu is available, and orders are placed on a daily basis in home room. The prices may increase at any time during the school year; however, advance notice will be given.

LIBRARY POLICIES AND PROCEDURES

MS/HS students may check out up to 5 library books at a time.

Books are checked out for one-month intervals.

Students are asked to write their due date on the book card in the back of each book.

All library books must be renewed in person *on or before* the due date with the book physically in the library. This includes book report books and research materials.

All library books must be returned and overdue fines paid before report cards will be issued.

Students are expected to take good care of the library books and return them in the same condition they were when first checked out. Pages are not to be torn or written on. Page corners are not to be bent. A repair fee of \$3.00 per book may be assessed for resources that appear to have been mishandled.

A late fee of \$0.10 *per day* will begin to accrue after one grace day following the due date of each library book.

A maximum \$5.00 *per book* late fee may be assessed for overdue books.

Access to Ren-Web may be suspended until overdue books are returned and late fees are paid.

A replacement fee, not less than \$8.00 per book or equivalent to the known replacement cost of a given book, must be paid on all unreturned library books before report cards or school records will be released.

EXTRACURRICULAR CONDUCT

In some respect, every student, parent, or faculty member is a representative of Raleigh Christian Academy. Our community judges our school by our attitudes and actions both on and off our campus. Therefore, we ask that members of the RCA “Family” attending extra-curricular activities (ball games, concerts, contests, etc.) conduct themselves in a respectable, Christian manner. Harassment or verbal abuse of officials, judges, or members of the visiting school are not acceptable and certainly are not evidence of mature Christian character.

PATRIOTISM AND RESPECT

Raleigh Christian Academy seeks to instill the characteristics of loyalty, respect, patriotism, and Americanism in the hearts of all its students. Our biblical basis for doing so is found in Romans 13:1-7. These verses give the biblical mandate for Christians to respect and revere the government institutions of man as they “are ordained of God.” We further believe that “ye must needs be subject, not only for wrath, but also for conscience sake” (Romans 13:5) is a godly mandate for Christians to submit their will and their respect to “the powers” (Romans 13:1) of the American government.

Raleigh Christian Academy adheres to the biblical mandate found in Romans 13:1-7 as well as United States Codes 4 U.S. Code § 8 - Respect for flag and 36 U.S. Code § 301 - National Anthem. The greatest symbol of any nation is its flag. The flag of the United States of America represents our God-ordained government, “the republic for which it stands.” It is a symbol of what our country is its laws, values, and way of life, as well as who our country is. We believe that respect is to be shown to the flag of the United States at all times, even during the playing of our National Anthem, “The Star-Spangled Banner.” Therefore, all students must follow the guidelines set forth in 36 U.S. Code § 301 – National Anthem at all school-sponsored events when the National Anthem is being performed:

- Students who are United States citizens will stand silent at attention with their right hand over their heart.
- International students will stand silent at attention.

GYMNASIUM

1. No student is to be in the gymnasium without permission and adult supervision. Specific times will be announced when the gym may be used.
2. Street shoes or shoes which scuff or leave marks should never be worn on the gym floor.
3. Unless a teacher is present, no student is allowed in the gym after school without permission from the athletic director.
4. All trash is to be placed in the receptacles provided.
5. No eating or drinking is allowed in the gymnasium except during ball games.

PEER RELATIONSHIPS

1. Holding hands, tickling, hugging, embracing, kissing, or similar forms of physical contact are not in good taste and will not be permitted.
2. Students should be discreet in their relationships with one another.
3. No form of touching is allowed.
4. No couple should ever be alone in an unobservable or secluded location. No couple may be in a classroom, building, or the gym unless an adult is present. Couples are not to sit in parked cars on school grounds.
5. In accordance with the ministry’s recognition of Biblical commands, no immoral conduct will be tolerated. The Bible strictly forbids such conduct which includes immoral actions as well as advocating for sinful behavior. The following is not to be tolerated in any form and will constitute grounds for expulsion: any

actions or identifying statements concerning fornication, adultery, homosexuality, lesbianism, bisexuality, or pornography. (Gen. 2:24; Gen 19:5,13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4--This is not an exhaustive list.)

6. These rules apply even when coming with a non-RCA student to any school activity.

All students must abide by these standards at school, home, and elsewhere. Certain standards may be relaxed at the discretion of the administration for extracurricular activities. If so, announcements will be made to that effect. Students found in violation of these standards will be sent home immediately. Class privileges and school activities will be revoked until students conform to these standards.

DRESS CODE

PHILOSOPHY OF DRESS

RCA desires to teach the importance for the Christian young person to be “an example of the believers...in conversation...” or our way of life as to what a Christian should look like. Although scripture does not stipulate specifically what we should wear and how we should outwardly wear in the realm of clothing, God’s Word does call us to be “followers...of Christ,” (I Cor. 11:1), to “adorn...in modest apparel,” (I Tim. 2:9), to do things “decently and in order,” (I Cor. 14:40), and to “do all to the glory of God.” (I Cor. 10:31). A standard of appearance and dress is one way RCA meets these commands. Studies have shown that a dress standard creates an environment conducive to learning that contributes to self-confidence. The purpose in our standard of dress is to establish a high benchmark of neatness, modesty, decorum, and academic excellence.

It is the belief of the administration that if Satan can in any way detract from one’s gender, he will. It is an abomination before God if a man’s masculinity or a woman’s femininity is reduced in any measure whatsoever. A young man should demonstrate nothing other than the God-given qualities that he has. Therefore, we ask that no young man do anything which might detract from his masculinity. Some of the world’s styles are simply unacceptable to the Christian young person who is seeking God’s best for his life. Any dress that resembles worldly fads and worldly culture is not permitted at school. A good rule-of-thumb to remember is if it is questionable, refrain from wearing it.

Girls are asked to refrain from wearing clothing which is indicative of traditional men’s wear, such as neckties, etc. Only clothing which is in good taste and worn modestly is permissible. For extracurricular activities, there may be occasions when normal school attire is altered. This decision will be made by the administration prior to the activity. Girl students may not wear pants of any type to RCA activities (home or away). Students are not to change into nonconforming dress on church grounds. Clothing, jewelry, fingernail polish, and makeup that are obviously gaudy or resemble a worldly “culture” are not acceptable at RCA.

Boys and girls alike are asked to dress in a neat manner at all times, avoiding dress and casual wear that portrays a sloppy demeanor. Students that do not follow these general and specific dress guidelines will not be allowed to attend school. They will be allowed to go home, change clothes, and return to school.

A. General

1. Clothing must not be disruptive to the teaching-learning process.
2. Clothing must not call unusual attention to the person.
3. Clothing may not be worn that is shredded or torn whether intentionally or unintentionally.
4. Extreme hair color and unnatural hair coloring are not permitted.
5. Boys and girls in grades 6-8 will wear school uniforms. Uniforms are to be purchased from Custom Logowear and School Outfitters. Purchasing information may be obtained in the school office.

B. Boys

1. When boys are attending school, their shirts must have a turndown collar and sleeves. Shirts are to be buttoned within two buttons of the top, and they must be tucked in. No sloppy or questionably designed clothes are allowed. Sweaters and sweatshirts may be worn over a collared shirt, however sweatshirts must have an RCA logo. Jackets worn inside must have an RCA logo.
2. Boys are to wear neat, modest-fitting pants that are appropriate. In general, pants should be worn that are designed with belt loops such as dress pants, khakis, and colored denim pants. No denim blue jeans, swish pants, pants that utilize draw strings, or other athletic-styled pants are acceptable for wear in classes during

the school day. Pants worn by young men are not to be excessively faded or baggy. Pants are not to sag—but are to be worn waist level with a belt that is buckled. Belts are also not to be excessively long, but should fit the waist of the young man.

3. Shoes and socks must be worn in all classes. Shoes that have laces must be fully laced and tied at all times. Flip-flops, Crocs, or similar shoes are not allowed.
4. Young men are not to wear necklaces, chains, earrings, or other similar jewelry.
5. Shorts may be worn only in the gym or on the ballfield. Long pants are to be put on before going inside buildings other than the gym.
6. Hats, caps, or hoods are not to be worn inside the buildings.
7. Generally, boys' hair should be neatly trimmed, combed and should adhere to the following: a) Hair should be cut in such a way that it is off the ears, off the collar, and off the eyebrows without being secured up on the head. b) Hair should not be cut or styled into a Mohawk. c) Hair should not rise more than 3" above the top of the head. d) Hair should not be colored an unnatural color such as blue, purple, etc. e) Parts may be cut into the hair, but no patterns or designs are permitted. If a boy's hair is long enough to be in his eyes while participating in athletics, it is too long and should be cut. Fades may be worn, but the hair must be naturally tapered from bottom to top. Hair may be worn waved but hair coverings should not be worn in school. Hats are allowed at school-sponsored functions. In addition, parts may be "cut" into the hair, but must be a straight line and not a pattern or design. Generally, hair should be no higher than two inches in length.
8. Boys may not have facial hair. Sideburns should be no longer than the lowest point of the opening of the ear.
9. Earrings and other forms of body piercing are not allowed. Tattoos and various forms of marking one's body are not allowed.

C. Girls

1. Dresses and skirts with tops are the only acceptable classroom attire for girls. Hemlines and slits must be no shorter than the middle of the kneecap, even when wearing tights or leggings. The hemline or slit should come to mid-knee when the student is in a sitting position, not above.
2. Dresses and tops must have a modest neckline. Tank tops, low cut tops, or sheer tops are not to be worn. The neckline must not go lower than three fingers below the center of the collarbone. The neckline should be no lower in the back than is allowable in front.
3. Tops must adequately cover the shoulders. Spaghetti strap tops require a top to be worn underneath. Sleeveless shirts cannot "cut in" on the front or back of the shoulder.
4. Button-down skirts must be buttoned below the knee. All slits must be sewn or pinned so that the opening comes no higher than the middle of the knee. Slips are required for lightweight, thin apparel.
5. If knee-length shorts are deemed appropriate and permitted at certain activities, they must be modest, full-cut, and hemmed no higher than the middle of the knee.
6. Clothing must not be excessively tight or form-fitting. For instance, if undergarment lines are visible, the clothing is considered too tight.
7. Faded, sloppy outfits are not permitted.
8. Sweatshirts may be worn in conjunction with other clothing (turtlenecks, collared shirts, modest top, etc.) and must have an RCA logo. Jackets worn inside must have an RCA logo.
9. T-shirts are considered too casual for school and are not considered to be appropriate for the classroom. (RCA reserves the right to allow a T-shirt for a particular group in special circumstances.)
10. No writing will be allowed on tops (RCA sweatshirts excluded).
11. Flip-flops, Crocs, or similar shoes are not allowed. Sandals and dressy slides will still be allowed.
12. Makeup must be used in moderation. Excessive makeup which draws attention is not acceptable.
13. Hats or hoods are not to be worn inside the buildings.
14. Body piercing, aside from simple earrings, is not allowed. No cartilage piercing allowed.
15. Tattoos and various forms of marking one's body are prohibited.

PHYSICAL EDUCATION ATTIRE

Girls

A standard P.E. uniform which includes T-shirt and culottes must be worn by all girls in 6th – 9th grade. This must be purchased through the school. For safety reasons, RCA adheres to an insurance company policy which prohibits jewelry or hard objects from being worn during P.E. activities.

Boys

RCA requires all young men in 6th – 9th grade to purchase P.E. shorts and T-shirt for P.E. class. This must be purchased in the school bookstore.

All students are required to wear athletic socks and tennis shoes for P.E. In August when school begins, students will be given 3 school days to have the necessary attire described above before penalties will be levied.

The first day in the quarter that a student does not dress out for PE, the offense will be recorded by the PE teacher. On the second offense of the quarter, parents and guardians will receive a call in addition to the student receiving a “0” participation grade. The third offense will result in a detention. If more offenses occur, we will follow the classroom infraction procedures listed in the student handbook. We want students to get the most out of all classes offered at Raleigh Christian Academy.

All gym bags must be kept inside lockers, not in classrooms or the hallway. Gym attire should be taken home each week to be washed.

ACADEMICS

CURRICULUM

Raleigh Christian Academy has taken pride in what the Lord has done for our students scholastically. In academic achievement, our students maintain two to three years ahead of the national grade averages. This is accomplished by our traditional approach to education and the **A Beka** curriculum. Our program is geared for the average child. **A Beka** is a curriculum designed to meet the needs of both large and small classes. Each subject is taught in light of God’s Word. Most textbooks and workbooks have been written by Christian men and women with many years of experience in Christian education.

Parents may not purchase a second copy of any textbook, workbook, or test booklet. If your child needs additional help at home, see your child’s teacher for suggestions. Textbooks or workbooks from the child’s previous year in school may be purchased with permission from the administration. Test booklets may not be obtained by parents at any time.

We hold that the classroom has two immediate authorities—the teacher and the textbooks. Both must be God-centered and challenge the mental and spiritual capabilities of the child. We hold that truth and reality are one as revealed in God’s Word. We do not believe that the Bible **contains** truth; we believe it **is the truth**. Therefore, we teach every subject from a Christian perspective, in light of God’s Word. This does not mean that our school is a “Vacation Bible School.” Our academic standards are high. Our students are the product of a Christian education that meets the needs of the whole individual without sacrificing the fundamental skills of reading, writing, and arithmetic.

GRADING SCALE

Letter/Numerical Average

A+	99-100	B+	87-89	C+	77-79	D+	67-69	F	0-59
A	94-98	B	83-86	C	73-76	D	63-66		
A-	90-93	B-	80-82	C-	70-72	D-	60-62		

CHRISTIAN SERVICE

Students in grades 9-12 are required to complete 6 hours of “Christian service” each 9 weeks quarter. “Christian Service” will include, but is not limited to, attending weekly church-sponsored visitation, serving in the church nursery, assisting in church-sponsored children’s programs such as children’s church, assisting in the bus ministry, singing in the church youth or adult choirs, and playing in the church orchestra or instrumental ensemble. Any other service opportunities that are not approved by high school administration ahead of time will not count towards a student’s 6 hours. “Christian Service” will begin with the first day of the school year.

“Christian Service” will count 20 % of a student’s 9 week Bible grade. Students will be given a “Christian Service Report” form by the Bible teacher and will return it to them by the last day of the 9 weeks. Students partially completing the 6 hours that is required each quarter will be graded accordingly.

COURSE CREDITS AND GRADUATION REQUIREMENTS

Students in grades 9-12 will choose one of the two tracks below in pursuit of the desired diploma. The Honors option will feature courses that more effectively prepare students for college. Students must consult their advisors prior to any deviation from one track to the other. Each track will have its own respective diploma: a college prep diploma and a general diploma. Online courses may be available to supplement a student's schedule if there is a conflict with their graduation requirements and their RCA class schedule.

I. Graduation Requirements (General): Students must gain a total of 24 credits in order to graduate.

English (4 credits)
History (4 credits – Civics and Economics, World History, American History & Philosophy I, American History & Philosophy II)
Math* (3 credits - Algebra I required)
Science (3 credits – Physical Science and Biology required)
Bible (4 credits)
Health/PE (1 credit)
Fine Arts Electives (1.5 credits)
Electives (5 credits)

General Electives: Business Mathematics (1 credit), Consumer Mathematics (1 credit), Speech (1 credit), Forensic Science (1 credit).

II. College Prep Program (26 credits)

English (4 credits)
History (4 credits – Civics and Economics, World History, American History & Philosophy I, American History & Philosophy II)
Math* (4 credits: Algebra I, Geometry, Algebra II, College Prep Math elective required)
Science (3 credits – Physical Science, Biology, Chemistry required)
Bible (4 credits)
Health/PE (1 credit)
Spanish I,II (2 credits)
Speech (1 credit)
Fine Arts Electives (1.5 credits)
Electives (3 credits)

College Prep Recommended Electives: Precalculus (1 credit), Advanced Functions & Modeling (1 credit), Calculus (1 credit), Physics (1 credit), Anatomy & Physiology (1 credit).

* Credit will be given for Algebra I taken in 8th grade; however, students will still be required to take 3(General) or 4(College Prep) math classes respectively in grades 9 – 12.

III. Honors Option Requirements

To graduate with an Honors Option, students must:

- A) Have a cumulative core GPA of 3.25, and
- B) Earn 19+ credits from the available College Preparatory choices as well as a minimum of 7 credits from the following honors choices:

Honors English 9	Honors Biology
Honors English 10	Honors Algebra II
Honors English 11	Precalculus
Honors English 12	AP Calculus
Honors American History & Philosophy I	Physics
Honors American History & Philosophy II	Advanced Chemistry
Honors World Civilizations	Anatomy/Physiology

- C) At least four honors credits must be earned at RCA to meet the Honors Option requirement.
- D) Be reminded that students who are absent from an honors class more than five times in a semester will be placed in the regular class.

IV. Prerequisites

- A. Honors English or Honors History classes: Must have a minimum of an 87 in previous English/History class or a minimum of 80 in previous Honors English/Honors History class.
- B. Honors Algebra II: Must have earned a final grade of 87+ in Algebra I.
- C. Precalculus and Physics: Must have earned a final grade of 87+ in Algebra II or an 80+ in Honors Algebra II.
- D. Calculus: A minimum grade of 80 in Precalculus.
- E. Advanced Functions and Modeling: Successful completion of Algebra I, Geometry, and Algebra II with a minimum final grade of 77.
- F. Algebra II: Must have earned a minimum final grade of 74+ in Algebra I.
- G. Spanish II: Must have earned a minimum final grade of 74+ in Spanish I.
- H. Anatomy/Physiology: Must have earned a minimum final grade of 87 in Chemistry or 80 in Honors Chemistry.

Exceptions to the prerequisite minimums will be made only after permission has been granted by the student's parents, the teacher of the course, and the department head.

V. Senior Year

Students in their senior year must take a minimum of 5 credits. College-bound seniors are required to take a minimum of 4 math credits. It is strongly recommended that seniors in the college-preparatory program take a math class each year, including the senior year, which will give a total of 5 math credits to those who take Algebra I in the eighth grade.

VI. Classification Requirements

Students in Raleigh Christian Academy's senior high school must attain a minimum number of credits before moving up a grade. The following is a description of the yearly totals that must be earned before a student may move up.

Sophomore - must have passed freshman English and earned no fewer than 6 credits

Junior - must have passed sophomore English, Algebra I and earned no fewer than 12 credits

Senior - must have passed junior English and earned no fewer than 18 credits.

RECOMMENDED COURSES FOR GENERAL DIPLOMA
(24 CREDITS)

<p style="text-align: center;"><u>9th Grade</u></p> <p>Bible 1 credit English 1 credit Algebra I 1 credit Physical Science 1 credit Civics and Economics 1 credit Health/PE 1 credit Elective ½ credit</p> <p style="text-align: center;">9th Grade Total – 6 ½ credits</p>	<p style="text-align: center;"><u>10th Grade</u></p> <p>Bible 1 credit English 1 credit Geometry* 1 credit Biology 1 credit World Civ. 1 credit Elective 1 credit *Option: Consumer Math or Business Math</p> <p style="text-align: center;">10th Grade Total - 6 credits</p>
<p style="text-align: center;"><u>11th Grade</u></p> <p>Bible 1 credit English 1 credit Algebra II* 1 credit Chemistry 1 credit A.H. & P. I 1 credit Elective 1 credit *Option: Consumer Math or Business Math</p> <p style="text-align: center;">11th Grade Total - 6 credits</p>	<p style="text-align: center;"><u>12th Grade</u></p> <p>Bible 1 credit English 1 credit Math Elective* 1 credit A.H. & P. II 1 credit Speech 1 credit Elective 1 credit Elective ½ credit *Option: Consumer Math, Business Math or Advanced Functions & Modeling</p> <p style="text-align: center;">12th Grade Total - 5 ½ credits</p>

General Electives

Advanced Band
Advanced Functions & Modeling
Art
Athletic Assistant
Business Math
Consumer Math
Forensic Science
Graphics Assistant
Handbells

Library Assistant
Office Assistant
P.E. Assistant
Sr. High Choir/Chorale/Ensemble
Strength Training
Teacher Assistant
Yearbook
Fundamentals of Personal Finance

RECOMMENDED COURSES FOR COLLEGE PREP DIPLOMA
(26 CREDITS)

<p style="text-align: center;"><u>9th Grade</u></p> <p>Bible 1 credit English 1 credit Algebra I/Geometry 1 credit Physical Science 1 credit Civics and Economics 1 credit Health/PE 1 credit Elective ½ credit</p> <p style="text-align: center;">9th Grade Total – 6 ½ credits</p>	<p style="text-align: center;"><u>10th Grade</u></p> <p>Bible 1 credit English 1 credit Geometry/Algebra II 1 credit Biology 1 credit World History 1 credit Elective 1 credit Elective ½ credit</p> <p style="text-align: center;">10th Grade Total - 6 ½ credits</p>
<p style="text-align: center;"><u>11th Grade</u></p> <p>Bible 1 credit English 1 credit Algebra II/Precalculus 1 credit Chemistry 1 credit A.H. & P. I 1 credit Elective 1 credit Elective ½ credit</p> <p style="text-align: center;">11th Grade Total - 6 ½ credits</p>	<p style="text-align: center;"><u>12th Grade</u></p> <p>Bible 1 credit English 1 credit Math Requirement 1 credit A.H. & P. II 1 credit Speech 1 credit Elective 1 credit Elective ½ credit</p> <p style="text-align: center;">12th Grade Total – 6 ½ credits</p>

Recommended Electives: In order to fulfill the foreign language requirement, Spanish I and II should be chosen as electives in 10th and 11th grades.

College Prep Electives: Physics, Pre-calculus, Calculus, Advanced Functions and Modeling, and Anatomy & Physiology.

General Electives

Advanced Band	Handbells
Advanced Functions & Modeling	Library Assistant
Art	Office Assistant
Athletic Assistant	P.E. Assistant
Business Math	Sr. High Choir/Chorale/Ensemble
Computer Applications	Strength Training
Consumer Math	Teacher Assistant
Forensic Science	Yearbook
Graphics Assistant	Fundamentals of Personal Finance

HONORS OPTION

These courses will be designed to offer RCA's students their biggest academic challenge yet. Honors courses are designed to offer even further preparation for the college-bound student. Bonus quality points will be available as the students take pre-college level courses. Students graduating with the college prep diploma with an honors option will be required to take at least seven of the twelve honors courses offered in grades 9-12.

9th Grade	Honors English
10th Grade	Honors English, Honors Biology, Honors Algebra II, Honors World Civilizations
11th Grade	Honors English, Honors Chemistry, Honors American History & Philosophy I, Anatomy & Physiology
12th Grade	Honors English or AP English, Honors Life Views, Physics, Pre-calculus, Calculus

ACCELERATED MATH PROGRAM

This program will enable students to receive the ultimate preparation in math while enrolled in RCA. Capable students will be invited to be a part of this program in the 7th grade by taking Pre-Algebra.

The math course sequence would be as follows:

7th Grade	Pre-Algebra
8th Grade	Algebra I
9th Grade	Geometry
10th Grade	Algebra II
11th Grade	Pre-calculus
12th Grade	Calculus

The same minimum averages apply in the Accelerated Math program as in other “Honors” courses. The criteria used to enroll a student in the program as a 7th grader are the following:

1. Teacher recommendations
2. Achievement test scores in Math of no less than 70th percentile
3. Overall GPA no less than 3.50
4. Grades in math during 5th and 6th grades of A, or a high B

AP Calculus: For students to receive AP Calculus grades based on a 6-point scale, they will be required to take the AP exam in May. If the senior trip conflicts with the AP Calculus exam test date, students will be required to make up the AP exam. Students who do not take the AP exam will be given honors credit with their grades based on a 5-point scale.

No quality points awarded for D's and F's in honors or AP classes. If a student's average is below an 80, they are removed from honors and placed in a non-honors section of the same course.

DROPPING AND ADDING CLASSES

Students should give careful consideration when registering for selected courses. Occasionally a student will find it necessary to add or drop a class. Any student may add a class up to the first three-week exams at the beginning of the year. The final day for dropping classes will always be announced by the principal at the beginning of each school year. Extensions to the time allotment for dropping an honors class may be made until the end of the first quarter.

Dropping and adding courses must always be done at the discretion of the student's parents, faculty advisor, and high school principal.

- A. When dropping or adding classes, a student must complete a drop-add form. This form can be picked up from the office.
- B. After the official drop-add period, students may still withdraw from certain elective courses. The withdrawal will be recorded as WP (Withdrew Passing) or WF (Withdrew Failing).

ACADEMIC PROBATION

During the course of the year, a student who is having difficulty in certain subjects may be placed on academic probation. Certain requirements will be made in an attempt to help the student improve, including tutoring or summer school.

SUMMER SCHOOL

Middle school and senior high students who have an F average for the year in a required course will be required to repeat the course. As an alternative, students may opt to take the course over during summer school. A failing average for the year will warrant two sessions of summer school.

RCA does not accept summer school as a fulfillment of math or English requirements in senior high. Successful completion of Algebra I is required by law. If a student fails Algebra I at RCA, he must retake it the following school year. Failure in other required math and English classes will necessitate retaking the class or possible private tutoring by RCA personnel during the summer.

Private tutoring may be accepted with prior approval from the administration. The minimum number of hours that is acceptable will be 20 hours of private tutoring per semester.

If a student fails 3 or more courses for the year, or if a student fails math and English, he will be retained.

Students will be required to purchase all books and materials prescribed by the school.

The summer tutoring grade will be averaged with the grade earned at RCA during the year with no student earning higher than “80.”

ACHIEVEMENT TESTING

Each spring, Raleigh Christian Academy administers a battery of achievement tests. We use the nationally recognized Iowa Assessment. This testing period lasts two to four school days. Parents will be sent information on their student’s scores.

Test results are kept in each student’s cumulative folder. Parents should not overstress the test to the student; this may cause anxiety and poor scores. Parents should see that students get a good night’s rest and a good breakfast. Check the school calendar for the exact testing dates.

ACADEMIC WARNING

Seniors who are in danger of not graduating may be given an “academic warning” at the end of the first semester. This warning alerts the parents that the student’s status is in jeopardy and that graduation for him may be in doubt. Academic warnings should be taken seriously with every effort made to improve the grades of the courses involved. In certain instances, however, a student’s grades could fall suddenly and unexpectedly at the end of the year. It is the responsibility of each parent to monitor the progress of his student to ensure that sufficient progress is being made toward graduation.

PSAT/SAT/ACT

The PSAT will be administered every October at RCA to all 10th and 11th graders. Juniors are encouraged to take either the SAT or the ACT during their Spring semester. Seniors should take either test during their Fall semester. RCA does not administer those tests. Students may register for these tests by going online to www.collegeboard.com/SAT or www.ACT.org/register. Testing dates and locations are listed on these sites. All students are required to either take the SAT or the ACT in order to graduate. A minimum SAT score of 700 (math and verbal combined) or a minimum ACT score of 13 is required. A student may take the test as many times as necessary to achieve this minimum score.

TRANSCRIPTS AND FACULTY RECOMMENDATIONS

Students who wish transcripts of secondary grades to be sent to colleges and universities or other universities to which they are applying should follow these procedures:

1. Submit an envelope containing \$1 for each transcript or other document to the guidance counselor’s mailbox in the administration office.
2. The front of the envelope should contain: a. Student’s name, b. Name of college and full address, c. Specific information to be sent, d. Deadline when college needs information

Transcripts will be gladly sent electronically as requested by official email to Common Application, SendEDU, college admission offices, etc.

REPORT CARDS

Grades are viewable on InfoDirect throughout the school year. Report cards are issued every nine weeks. Grades are based upon daily assignments, class participation, homework, quizzes, and tests.

One copy of the Report Card will be sent home with the student.

HONOR ROLL

Our honor roll program is one way we can reward those students who strive to achieve outstanding academic marks. There are three levels of Honor Roll students. This program is based upon the student's core class grade point average (GPA) on the following basis:

Standard Classes	Honors Classes	AP classes
A = 4 quality points	5 quality points	6 quality points
B = 3 quality points	4 quality points	5 quality points
C = 2 quality points	3 quality points	4 quality points
D = 1 quality point		
F = 0 quality points		

“The Principal’s Club” will consist of students who have earned all A’s – 4.00 GPA or higher.

Principal’s Club Privileges:

A. Discounts in Bookstore - 40%

B. Concession Discounts - 40%

C. Two class cuts per class every 9 weeks in each class*

*All students must first check with the teacher to get permission to cut a class.

“The Principal’s List” will be composed of students maintaining a 3.75-3.99 GPA within a grading period.

“The Honor Roll” will be composed of students maintaining a 3.25-3.74 GPA within a grading period. No student may make any grade lower than a “B” and still be considered for this Honor Roll program.

HOMEWORK

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid students to advance in their studies. Therefore, each student is required to complete his homework assignments. Homework is given for several reasons.

1. **For preparation:** Students profit most from classroom explanation and discussion when preparatory reading assignments are given.
2. **For practice:** Following classroom explanation and illustration, homework is given so that the material will be mastered.
3. **For remedial activity:** As instruction progresses, various weak points in a student’s grasp of a subject become evident. Homework, following instruction, may be given to overcome such difficulties.
4. **For special projects:** Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

We do request parents’ full cooperation in seeing that the assignments are completed. Repeated delinquent homework could result in a student’s expulsion.

Some ways you can help your student with his studies:

1. Students will be given an assignment notebook to record his assignments when given by the teacher. Parents should teach their child that the *student* is responsible for copying the assignment and that both parent and teacher expect it to be done.
2. Be sure that your student is provided with a quiet, secluded study place.
3. Keep distractions to a minimum (especially the television, telephone, and internet.)
4. The hours reserved for homework should be scheduled and kept as consistently as possible.
5. Parents should check from time to time to see how much and what kind of work is being done. Showing this interest can be a help and encouragement itself. Make certain, however, that the child is working independently.

Generally, homework assignments average 20-30 minutes per academic subject, honors classes average 30-40 minutes. Most students will be able to complete some of their assignments in study halls and study labs during the day if they use their time wisely. If the student does not have a study hall at school, he can expect to have more homework to do at home.

Students who are absent are still required to complete all assignments. Efforts should be made to have all work turned in at the regularly scheduled time; however, teachers will generally allow extra time for work to be turned

in when absences occur. Students should call one classmate or check InfoDirect to receive assignments rather than call each individual teacher. It should be remembered, however, that missed work is the responsibility of the *student*, not the teacher. Therefore, communication is vital and is to be initiated by the student.

Regarding PTF nights and revival nights, please note that NO tests or “study for” quizzes will be assigned for these days, and NO homework is required from those who attend. No exceptions. Students who do not attend will be required to complete homework assignments as normal. Students who attend other churches who wish to take advantage of this privilege need to communicate with high school principal so that he may communicate with all of the student’s teachers. This communication can be a written note, a phone call, or an email. No homework will be given on grade program nights, achievement test nights, or holidays/breaks.

STUDY GUIDE

“Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.” -- II Timothy 2:15

1. Schedule a regular time for study and start promptly without procrastination.
2. Collect all of the materials you will need and set aside anything which distracts you.
3. Study in a quiet place where you can settle yourself to work.
4. Before beginning your work, commit your study time to God in prayer. You are His child and you are studying to honor Him. He has given you the Holy Spirit to lead you into all truth. Place this time and yourself into His hands with a short prayer.
5. Concentrate on the work and refuse to entertain irrelevant thoughts. Think hard!
6. Budget your time to cover all of your studies.
7. Skim over the whole assignment to get the main points. Then reread for details.
8. Outline, write topic sentences, and make notes.
9. Study the examples, maps, charts, and footnotes.
10. Use your dictionary.
11. Review your study.
12. Do your own work. Don’t ask for help unless you are absolutely certain that you are unable to do the work yourself.
13. Do your own independent research and study on topics which are related to your class assignments.
14. Be dissatisfied with any effort which falls short of your God-given ability. Work up to your potential! It is a sin to do less than your best.

STUDY HABITS

- A. Do I keep myself physically fit for studying?
 1. Secure a sufficient amount of sleep.
 2. Have a regular program for sleep.
 3. Develop eating habits that foster good health.
 4. Get a sufficient amount of physical exercise.
 5. Have eyes examined if trouble is indicated.
 6. Check with school or family doctor if symptoms of ill health develop.
- B. Do I have proper conditions in order to work and study?
 1. Budget time carefully.
 2. Make provision for study at appropriate periods.
 3. Avoid loafing when time should be spent studying.
 4. Have a quiet place to work.
 5. Have a place to keep study materials.
 6. Check the temperature and ventilation in the room.
 7. Make lighting conditions as favorable as possible.
- C. Do I know how to concentrate and remember?
 1. Begin work promptly.
 2. Establish regular habits of working at set times and in definite places.
 3. Work intensely while working.
 4. Make study periods long enough, but space them between restful activities.
 5. Make full use of library periods.
 6. Work on in spite of distractions.

- D. Do I know how to prepare and present my best work?
1. Present neat and accurate material.
 2. Prepare adequately for examinations without trying to “cram.”
 3. Make proper reviews.
 4. Relate material learned in one course to that of another.
 5. Take careful notes in class, with sufficient analysis of the notes later.
 6. Check spelling, punctuation, handwriting, etc., in all work to be handed in.

EXAMS

Exam periods generally occur at intervals of three weeks for each subject. Because of the large number of students and the susceptibility of many to lose tests that are taken home, Raleigh Christian Academy does not send home tests.

If a parent would like to see a test, quiz, or an exam, an appointment can be made with the teacher for the parent to come by to see the graded activity and discuss the student’s progress.

Students in grades 9-12 may exempt mid-term and final exams at the end of the semester by averaging an “A” for the entire semester and meeting the minimum absence requirement for each class. The teacher will average all grades and inform the student of his exam status at least two days prior to the exam. No more than 5 days may be missed in a semester for a student to remain exempt. A student is considered “present” when they attend 50% of the class.

The only exception to this policy is approved college trips for juniors and seniors as noted in the attendance policy. These absences will not count toward exam exemption.

Regardless of numerical average, students in grades 9-12 will take first semester exams unless they are exempt. However, at the conclusion of second semester, a student will not take the final exam if it is mathematically impossible to pass the course for the year. Students whose accounts who are not current will not be allowed to participate in midterm or final exams. If the account is not paid in full by July 1, the student may receive a 0 for any exam not taken.

To prepare for semester and final exams, students will not be given quizzes, tests, or exams 3 days prior to the first scheduled semester or final exam. This policy also includes homework to be counted as a quiz grade.

STUDENT ORGANIZATIONS

MUSIC PROGRAM

RCA offers private lessons in the areas of piano, voice, string, and band instrument. Reservations for returning private lesson students can be made by completing the appropriate registration form and returning it to the school office personnel. These forms are available in the school office. Returning private lesson students are urged to register early so lesson assignments can be made. Music teachers are available that night to take completed forms and to answer any questions. A registration fee will be billed upon completion of the registration form. Lessons are generally scheduled during the school day. The cost will be added to the tuition payment. Lessons are assigned on a first-come, first-served, age-prioritized basis. Returning RCA music students are given priority over newly enrolling students. A waiting list is maintained throughout the year in the event of drops.

ATHLETIC PROGRAM

I Corinthians 6:19-20 says: *“What? Know ye not that your body is the temple of the Holy Ghost which is in you, which ye have of God, and ye are not your own? For ye are bought with a price: therefore glorify God in your body, and in your spirit, which are God’s.”* This verse is the foundation for our philosophy in the areas of physical education and athletics.

Since we are not our own and since our bodies are God's, we must keep the body in subjection to the new nature.

Athletics has its place in the Christian school, just as academics and spiritual instruction have their places.

We will not place the training of the body above the spiritual and academic training. Guidelines for athletic participation will be followed by all students. All parents are expected to support Raleigh Christian Academy in its standards and goals for the overall student body and church school ministry.

The prevailing attitude among all those connected with the athletic program at RCA is to be: "Christ must be seen in me—in my manner and my conversation—whether I win or lose the game."

Every athlete is expected to adhere to academic guidelines as stipulated by the administration in the RCA school handbook. All athletes, managers, and statisticians will be academically evaluated every three weeks. Any student who is participating in athletics with an "F" average in any subject will be placed on academic probation for three weeks, or until the next exam is taken. At that time the student will be reevaluated and immediately reinstated to the team if his grades are all above passing.

An athlete's eligibility at the beginning of a new season will depend upon the most recent grading period. The administration reserves the right to make exceptions to these guidelines in cases where student progress is up to potential. The administration, along with the athletic director and coaches, will discipline any student guilty of manifesting a poor attitude or unsportsmanlike conduct as well as violating general athletic standards.

AMERICAN CHRISTIAN HONOR SOCIETY

The Honor Society recognizes students who have maintained a 3.5 grade point average and have demonstrated excellence in the areas of character, leadership, and service. Any student in grades 10-12 who meets the eligibility requirements and who has attended RCA at least two semesters may be inducted during the ceremony which takes place after the first nine-week period of each school year. Members must maintain their GPA and good standing in the areas of character, leadership, and service, and participate in projects sponsored by the Honor Society. Failure to do so will result in probation and potentially dismissal.

SAVED 2 SERVE (S2S CLUB)

For the student who has surrendered to do God's will for his life and the student who has sensed God's call on his life to lifetime ministry, Raleigh Christian Academy offers the S2S club. The S2S club offers students the opportunity to hear testimonies from staff, faculty, and guest speakers who have been involved in lifetime ministry. The middle school club meets the second Wednesday of each month during lunch time and the high school club meets every other Wednesday during lunch time.

HOSTESS ELITE

A group for ladies in grades 9-12 who maintain a 3.0 GPA with no failing grades. Applications are completed at the beginning of the semester and accepted on an academic basis and availability. The club serves the teachers, parents, and students of Raleigh Christian Academy through hospitality at different events and functions. The club meets during lunch every other month and requires a \$20.00 yearly fee.

TRANSPORTATION

LEAVING SCHOOL GROUNDS

It is the policy of RCA that no student at any time leave school grounds without permission. "Skipping school" will result in severe disciplinary action. After 3:15, when school has dismissed, students may leave with their parents. If for some reason the parents wish for their student to ride with someone else, then it is required that the office receive written permission from the parents. Students are not to leave the school grounds (walking or riding) without prior permission from their parents and RCA.

STUDENT PARKING AND PERMITS

Many high school students may wish to drive an automobile to school. This is a privilege and should be regarded as such. If a student abuses the privilege to drive to school and park on school property, that privilege will be revoked. These guidelines should be followed by all student drivers and/or passengers:

1. Upon arriving at school, all student drivers and passengers **MUST** leave the parking areas and enter the school building.
2. Students should not allow others to drive their vehicles. Only students whose parents have granted permission to the office will be allowed to ride with student drivers. Under no circumstance should any student acquire a ride with a student driver without written permission from both students' parents.
3. Raleigh Christian Academy is not responsible for theft or loss incurred in any student's automobile. We encourage all students to keep the doors locked while cars are parked at school.
4. Proper driving behavior is expected and will be maintained by each student driver. Showing off, squealing tires, etc., is unacceptable behavior and will not be tolerated. Such behavior will result in revoked parking privileges and/or school suspension. This includes entering or leaving school property.
5. No student should drive to the school and park his automobile at any time other than normal school hours unless permission has been granted by the school principal.
6. All student drivers should have their vehicle registered in the school office using a Student-Driver Authorization Form.
7. All student drivers should park in the designated area down below the gym.

DRIVER'S ELIGIBILITY CERTIFICATE

A student under age 18 currently enrolled wishing to obtain a North Carolina driver's license or a learner's permit must first obtain a Driver's Eligibility Certificate issued from and signed by the administrator's designee. The student must obtain the signed DEC form no more than 30 days before the date the student applies for a North Carolina driver's license or learner's permit. A DEC will only be issued to a student who maintains a passing grade in at least seventy (70) percent of his core classes.

ARRIVAL/DEPARTURE

MORNINGCARE/EXTENDED SCHOOL DAY

As a service to working parents with children in the academy, we offer Morningcare and Extended School Day services. These services involve taking care of children prior to and after school hours. Morningcare is available from 7:00-7:30 A.M. and Extended School Day from 3:30-6:00 P.M. Students that arrive at school prior to 7:30 **MUST** go directly to the Morningcare room. Students that are not picked up **MUST** go into Extended School Day by 3:30 P.M. After the completion of an extracurricular activity, students not being picked up should report directly to ESD.

On regular school days and half school days, the rates are based on half-hour basis for students. For current rates, call the school office.

These services are billed on a weekly basis. Parents will receive the previous week's statement on Tuesdays. If Extended School Day statements are **more than 30 days in arrears**, the school reserves the right to refuse Extended School Day services to the parents. ESD charges must be paid by the 15th to avoid late fees. Late fees are currently being assessed at the rate of \$25 per child after the 15th of the month for any past due amounts.

Checks should be made out to Beacon Baptist Church and earmarked for Extended School Day services. All **returned checks** will incur a service fee. When two checks have been returned, all future payments must be made in cash.

TRAFFIC FLOW

Parents are asked to use the designated drop-off areas for their students each morning. It is imperative that parents do not get out of their vehicles to go into the building if they use these drop-off areas. Please park in a space if you have business inside the school.

1. For students in Rooms 300-310, use the front parking lot and drop-off area on the 300 Wing side. Enter the building using the exterior doors at Room 300.
2. For students in Rooms 313-321, use the parking lot and drop-off area in front of the playground at the back door of the 300 Wing. Enter the building using the exterior doors at Room 321.
3. For students in the upstairs gymnasium, use the parking lot and drop-off area at the upstairs gymnasium entrance. Enter the building using the glass doors or the handicap ramp entrance at Room 420.
4. For students in the downstairs gymnasium, use the south parking lot and drop-off area behind the gymnasium. Enter the building using the exterior doors at the south parking lot.

Parents may not leave unattended vehicles unless they are in a parking space. Park only in marked parking spaces. Please be respectful of other parents by not holding up traffic while waiting for your child to exit the building. If he is not outside waiting for you, then circle the building. Please be aware of the proper traffic flow and follow this pattern. A “traffic flow” map is located on page 34.

PARENT-SCHOOL COMMUNICATION

PARENT-TEACHER CONFERENCES

Good communication between parents and teachers is an integral part of the educational process at Raleigh Christian Academy. Parents are encouraged to contact teachers with their questions and concerns. Because of their responsibilities in the classroom during the day, parents are asked to be sensitive to the teacher’s schedule and his/ her need to be with the students. Each teacher has voicemail and email, and messages may be left by parents for any teacher when a conference is needed. Periodically, teachers may request a conference to apprise parents of student progress. Conferences are normally held after school when other teacher related responsibilities have concluded. Parents also have the option to phone teachers in the evenings.

PARENT CONCERNS

Scripture teaches that the best way to resolve a conflict with another individual is to go directly to him. Parents are asked to take their problems and concerns directly to the teacher. Going to other parents and airing one’s grievances is profitable for neither the parent nor the teacher. The teacher deserves an opportunity to correct the situation or give an explanation for the cause of concern. If a parent does not feel that a satisfactory resolution has been reached after going directly to the teacher, a meeting with the supervisor or principal may be arranged. A final recourse would include a meeting with the administrator of the school to assist the parent and find a solution to the problem.

SCHOOL CLOSINGS

On days of heavy snowfall or other hazardous weather conditions, decisions regarding the closing of school will be announced on the school website, WRAL-TV 5, and NBC-17TV. Delayed openings will be aired on these same stations.

Parents will also be notified of school closings and delays with a phone call through the **School Cast Notification System**.

Please listen to your local radio stations for these announcements. Make-up days will follow a schedule prescribed by the principal.

Holidays, teacher workdays, and the summer break are indicated on the school calendar.

CALENDAR

The school calendar will be issued beginning August 1. This calendar will indicate the dates of holidays, teacher workdays, report cards, Open House meetings and special events. Additional copies may be obtained from the school office.

EMERGENCIES

HEALTH CARE OFFICE VISITS

Students may be sent to the school healthcare office if injured or sick. The health care assistant or other school office personnel will contact parents in the event the school determines the student should be sent home due to the illness or injury or when felt necessary to communicate the nature of the visit to the parent. In cases when a parent is asked to come to the school, the parent must do so within an hour of the phone call. An office visit note describing the nature of the visit and the action taken is sent home to the parent.

It is the policy of Raleigh Christian Academy that a student may return to school having been fever free for 24 hours without the aid of medication. A student that has vomited may return to school when they have eaten 2 regular meals without issue.

MEDICATION ADMINISTRATION POLICY

Generally, it is RCA's policy to not administer medication to students on behalf of parents due to the potential for legal issues. However, it is recognized that there are cases in which medication administration by school personnel may be necessary. Therefore, the following specific guidelines will be observed:

1. All medications (prescription and over-the-counter) administered by school personnel during school hours must be prescribed by a physician or dentist. The school shall receive a written prescription signed or co-signed by a physician or dentist.
2. In addition to the prescription, all medications (prescription and over-the-counter) administered by school personnel must have a written request/permission signed by the parent or legal guardian.
3. School health personnel will determine the feasibility and necessity of administering the medication during school hours and school administration shall provide final authorization, taking into account at least the following:
 - a. all documentation authorizing medication administration is complete;
 - b. medication administration during school hours is necessary in order to support the student's continued presence in school;
 - c. the parent cannot in any way administer the medication themselves during school hours;
 - d. withholding medicine for a prolonged period (e.g., while waiting for a parent to arrive to give medicine) would be detrimental to the student's well being;
 - e. school personnel can administer the medication in a safe and prudent manner.

MISCELLANEOUS

FIELD TRIPS

Occasionally classes will have special days at school for educational field trips. Such trips will be used to reinforce relevant classroom teaching in a specific subject area and to build student comardery. On occasion the school needs a few parents to serve as helpers for these days. Parents that would like to be involved may simply notify the teacher(s). Any parent that attends and assists with school related activities or acts as a chaperone for field trips will be required to undergo a background check in advance of the activity or trip. Only pre-approved parents may be used for student activities and trips. The following trips are taken each year:

- 6th Grade - Outer Banks (one day)
- 8th Grade - Williamsburg (three days)
- 10th Grade - Washington DC (four days)
- 12th Grade - New York City / Orlando (five days)
- Middle School Retreat (one day)
- High School Retreat (three days)

Because of the academic, social, and many times, spiritual importance of these trips, student attendance is **required** and **expected**. In the event that a student does not attend, they will be counted absent, incur the appropriate academic penalties, and be charged accordingly.

SENIOR TRIP

The senior class trip is considered a very valuable part of our students' education. Because of this, it is required for graduation from Raleigh Christian Academy. Students are given several opportunities to earn money for their trip. Those who participate enthusiastically in these fund raising projects may earn the entire amount required. Those who participate sparingly will be dependent on their parents to pay for their trip.

BOOKSTORE

The Bookstore is located in the library and is open for operation at 7:45 A.M. and after school each day.

VISITORS AND GUESTS

We welcome parents, relatives and friends to come and observe our classes. Simply call the day prior to your planned visit for approval. Persons coming to the school are asked to report directly to the school office to sign in and receive a visitor's badge. A visitor badge is not necessary for planned and announced assemblies.

Parents who come to pick up their students early or bring their students late should also report directly to the school office. The office will issue an admission slip for the student. Parents are asked NOT to go to their student's room unless they have been granted permission by the principal. This will keep classroom disruptions to a minimum.

Student visitors are generally not allowed during the school day. The high school principal may make exceptions if he feels it to be warranted. Prospective students may visit classrooms when accompanied by a parent.

VOLUNTEER FUNDRAISING

At least once each semester, we promote a special time of accepting designated gifts into our school ministry through the efforts of voluntary fundraising. Participating parents and children will be taking part in a special program of giving of their time in a constructive effort to the institution to which they entrust their children. Those that cannot give monetary gifts to the school will find this an opportunity to give of their time. Proceeds will go to the scholarship fund and to purchase school equipment. Participation is strictly on a volunteer basis.

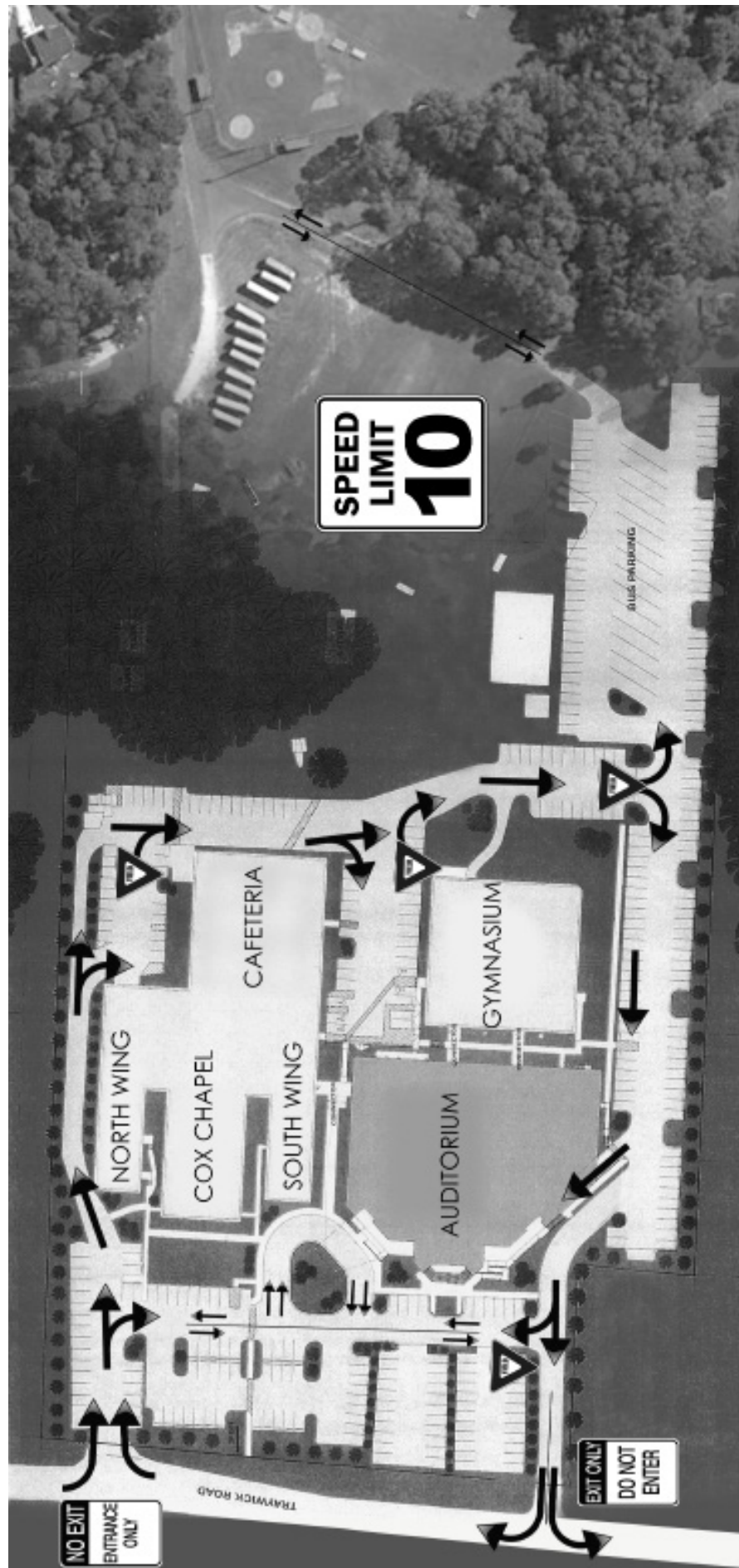
YEARBOOK

Each year our school puts together a yearbook of memories entitled the *Talon*. Every student receives one yearbook upon its release in May. If you are interested in advertising in our yearbook, you should call our school office for ad prices.

ENGLISH LANGUAGE POLICY

It is the policy that English be spoken by all students while they are on the campus of Raleigh Christian Academy or while attending school-sponsored events. Special permission may be granted by a teacher for students to speak in their native language briefly for special purposes like providing an explanation to a newer student that does not speak English as fluently as other students. International students and students whose primary language is something other than English are encouraged to continue to speak English at home and elsewhere, but this is the decision of the parents and/or the homestay family in which they reside.

TRAFFIC FLOW





RALEIGH CHRISTIAN ACADEMY - ALMA MATER

**Raleigh Christian Academy,
our hearts will hold thee dear.
In thy halls we learn of Christ
and feel His presence near.
Ever faithful to God's Word
and to the cause of Christ we'll be.
Raleigh Christian Academy,
we pledge our loyalty.**

**Raleigh Christian Academy,
our days with mem'ries fill;
As we grow in Christian grace
and seek to do God's will.
Christ will still our Teacher be,
and we will serve Him faithfully.
Raleigh Christian Academy –
our dear red, white, and blue.**

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Raleigh Christian Academy

a ministry of Beacon Baptist Church

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